

Job Title:	<b>Mechanic III Non-CDL (Fleet or Transit)</b>
Job Description Number:	<b>9905</b>
Department/Division:	<b>Public Works/Fleet or Public Transportation/Fleet</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>211</b>
Immediate Supervisor:	<b>Shop Foreman</b>
Normal Work Schedule:	<b>Public Works: Mon-Fri, 8 hours/day</b> <b>Public Transportation: Mon-Fri alternate between long &amp; short shifts, every other Saturday</b>

### **Brief Description of the Job:**

Under minimal, the purpose of the position is to perform major repairs of vehicle/equipment related problems. Performs skilled work involving the maintenance and repair of gasoline or diesel driven motors and related auto equipment, machinery and tools. Performs A, B, and C Preventative Maintenance routines on vehicles and equipment. Work involves responsibility of the performance of skilled tasks in the mechanical maintenance of automobiles, trucks, tractors, small engines, and other standard and special automotive equipment operated by the City. Installs communications equipment into vehicles, including radios and cellular telephones. Modifies City equipment for specific requirements. Follow work tasking on a work order and documents all work as required.

### **Essential Functions:**

**Complex Repairs (40%):** Performs complex repairs on a variety of vehicles and equipment, including repairs on engines, transmissions, suspensions, steering and tires, brake system, hydraulic systems, electrical systems, lighting systems and heating and air conditioning systems. Completes diagnostic procedures for each repair and selects the most efficient method for completing the repair. Assures upon completion of the repair that the vehicle is correctly repaired and is safe for its intended use. Requires little or no oversight or technical assistance. Enters service and repair information in RTA Work Order Module and Paperless Shop.

**Installation of Specialized Equipment (40%):** Completes installation of specialized equipment such as cellular telephones, emergency lighting, two-way radios, computer mounts, and decals. Modifies vehicle systems in order to enhance its usability.

**Preventative Maintenance (20%):** Completes A, B, and C Preventative Maintenance service and safety checks on a variety of vehicles and equipment. Completes a check sheet for each service. Assures that the vehicle is properly operating and is in a safe condition for the intended use of the vehicle.

### **Physical Demands**

**Overall Strength Demands:** Very Heavy strength demands include exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

**Physical Demands:** Continuously requires standing, fine dexterity, walking, lifting, carrying, reaching, pushing/pulling, climbing, vision, balancing, bending, hearing, twisting, and talking. Frequently requires kneeling, crawling, foot controls, and crouching. Occasionally requires sitting, and handling.

**Machines, Tools, Equipment, and Work Aids:** Hand tools, nemesis/diagnostic machine, electrical power tools, pneumatic power tools, a/c recovery machine, forklift, grinders, calipers, micrometers, drill press, and hydraulic press.

**Computer Equipment and Software:** Desktop and laptop computers, Cummins Insight diagnostic, and RTA shop manager.

### **Working Conditions**

**Overall Working Conditions:** Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards.

**Health and Safety:** Constant exposure to mechanical hazards, chemical hazards, electrical hazards, explosives, communicable diseases, and physical danger or abuse. Frequent exposure to fire hazards.

**Primary Work Location:** Shop.

**Protective Equipment Required:** Steel-toed shoes, safety glasses, ear plugs (as needed), and gloves.

### **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires emergency situations.

### **Job Requirements**

**Formal Education:** High school diploma or equivalent plus six months to one year of advanced study or training in tire service and vehicle mechanics are required.

**Experience:** Under and including one year of experience as a tire mechanic are required.

**Driver's License Required:** A valid Class D South Carolina driver's license.

**Certifications and Other Requirements:** Completion of level III City Competency Classification test.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a moderate impact on the organization. External contacts include Ford, Chevrolet and Dodge dealership departments. Internal contacts include Police, Public Works, Transit, and Parks and Grounds.

**Management and Supervision:** Job has no responsibility for the direction or supervision of others.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

### **Freedom to Act and Impact of Action**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.